

INTEGRATED PAYROLL (IPAY)

Quick Reference Guide
For Employees



What is Employee Self Service?

Employee Self Service, or ESS, is a feature of the Integrated Payroll system which allows you to be in control of processing certain discretionary payroll data from your desktop – without using paper forms. ESS will eliminate the need for completing and submitting forms to the Payroll Office to add or change financial allotments, direct deposits, federal and state tax withholdings, savings bonds, transportation benefit, and mailing address. Using ESS, you may submit your information directly to IPAY. Because of external reporting, you will need to continue to submit paper forms to HRM for federal health insurance, life insurance, and thrift savings plan elections. In the future, these discretionary payroll functions may also be added to ESS.

Why I should use ESS?

Saves time – ESS will eliminate the need for submitting paper forms by replacing them with user friendly technology.

Convenient – You can access the system for changes or reviewing current information whenever you want.

Reliable – ESS has the same procedural checks for accuracy as the paper forms.

Accessing the ESS System

ESS is located on your desktop in the NSF WinStation. Click on Admin, then select ESS (Employee Self Service).

What items can I change or review with ESS?

Earnings and Leave Statement – You can request that prior pay period earnings and leave statement be sent to your NSF email account.

Employee Address – You can change your address for payroll mailings. This address is used for mailing your W-2 and Thrift Savings Plan information.

Direct Deposit/Savings Allotments – You can submit or review direct deposit and/or savings allotment information.

Federal Tax – You can submit or review federal withholding information.

Savings Bonds – You can submit requests for new federal savings bonds or change information for existing federal savings bonds.

Pay Modeling – You can present “what if” scenarios and it will calculate pay based upon your input. This can help you with tax planning and personal budgeting decisions.

State Tax – You can submit or review state withholding allowances.

Pre-Tax Transportation Benefit – You may be able to apply for pre-tax payroll benefits for qualified transportation.



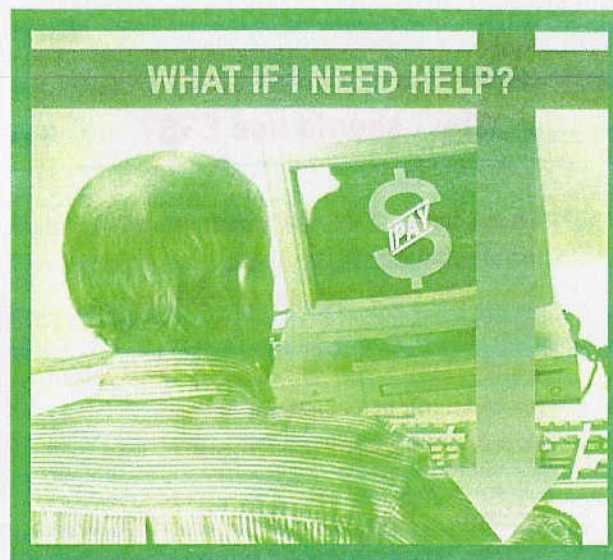
Accessing Your Payroll Data

You will use the same user id and password for all administrative systems. So your user id and password for ESS, ITAS, and Training are the same.

This login allows you, and only you, access to your payroll data through ESS.

At the NSF Employee Self Service Login type in your social security number (SSN), your user id and your password. Then click the OK button.

From the ESS Main Menu, you will be able to select the information you are interested in reviewing or changing.



USER ASSISTANCE FOR THE IPAY ESS SYSTEM IS AVAILABLE FROM THE PAYROLL OFFICE:

8AM TO 5PM
MONDAY THRU FRIDAY

at:

EXTENTION: 8279

OR BY

E-MAILING THE
PAYROLL OFFICE STAFF

at:

PAYROLL@NSF.GOV

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